

Date: [Insert Date]

To: [Manager's Name]
[Manager's Title]
[Company Name]
[Company Address]

Subject: Travel Expense Report Submission for [Trip Location] Trip

Dear [Manager's Name],

I am writing to submit my travel expense report for the corporate trip to [Trip Location] that took place from [Start Date] to [End Date]. Below is a summary of the expenses incurred during the trip:

Date	Description	Amount
[Date]	[Description of Expense]	[Amount]

The total amount for reimbursement is: [Total Amount]

Attached are the receipts and supporting documents for your reference. Please let me know if you need any further information or clarification regarding these expenses.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Job Title]
[Your Department]
[Your Contact Information]